

16 October 1947

MEMORANDUM TO STAFF, OFFICE OF CHIEF, FBIB;

SUBJECT: Preparation of Teletype Messages

1. Commercial cables (WU to [] and all messages to [] of more than twenty words are to be marked NLT (night letter) whenever time considerations permit.
2. Wordage, particularly on commercial cables, is to be reduced to the minimum consistent with clarity.
3. Important figures should be written out in messages routed via radio teletype (all field messages except those to [] and WU to [] to avoid garbling.

25X1

[]
Chief, FBIB

STATINTL

(sample attached)

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